

**Board of Commissioners**

Chair Ed Wolfe  
Vice Chair Rob Putaansuu  
Becky Erickson  
Charlotte Garrido  
Danielle Murphy  
Robert Gelder  
Val Tollefson

**Executive Director**

Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS  
DECEMBER 5, 2017  
MINUTES**

**Board in Attendance:** Kitsap County Commissioner Ed Wolfe (Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, City of Bainbridge Island Council Member Val Tollefson, Resident Commissioner Danielle Murphy.

**Attending Staff:** Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, REMHP Director Holly Paterson, Single Family Director Dean Nail, Project Manager of Affordable Housing Mike Brown, Human Resource Specialist Carol Glenn, Administrative Support Assistant Kathleen Fritz.

**Absent:** Mayor of City of Port Orchard Rob Putaansuu (Vice Chair)

**1. Called to Order**

*Chair Wolfe called the meeting to order at 3:15 PM.*

**2. Public Comment**

No public comment.

**3. Consent Agenda**

*Commissioner Gelder moved to approve the Consent Agenda. Commissioner Erickson seconded. Motion carried unanimously.*

**4. Board Announcements**

Commissioner Erickson announced that renovation of the Nelson House is complete, and that there is a possibility for a second home.

Commissioner Garrido reported that the next Homelessness Coordinating Council meeting was moved from December 12<sup>th</sup> to December 14<sup>th</sup>.

Stuart reported on the recent Kingston Housing Group meeting, stating that there was discussion regarding land banking possibilities, identifying the definition of affordable housing, and updates on the Tiny Homes villages located in Squamish and South Kitsap.

## **5. Action Items**

### **A. Nomination and election of officers of the Board of Commissioners for 2018.**

*Action: Commissioner Garrido moved to nominate Resident Commissioner Danielle Murphy to Vice Chair. Commissioner Erickson Seconded. Motion carried unanimously.*

### **B. Consideration of the 2018 Board meeting schedule.**

Stuart referred to the 2018 Board meeting schedule prepared by Housing Kitsap (HK) staff. He reported that there would be no Board of Commissioners meeting the first Tuesday of January 2018, the first meeting of 2018 will be the Work Study session scheduled for January 16th. He stated that staff have reviewed the entire 2018 calendar and found no conflicts. He also reported there are no meetings scheduled for August. Commissioner Erickson requested that if there are no meetings scheduled for August, Holly contact the Bremerton Housing Authority to see that SEMAP documents be prepared early, and made available for review and signatures at the last meeting in July; therefore, no Special Meeting would be required. Holly agreed. Commissioner Gelder referred to the provided schedule and reported that the location for the annual Board retreat stated "to be determined". He asked Stuart if HK's new office space could accommodate the retreat. Stuart stated that it could, and it was then requested by the Board that the schedule be updated to reflect the new location of the annual retreat to be held at HK's main office in Silverdale.

### **C. Consideration of a motion to approve Resolution 2017-19 acknowledging the service and contributions of Val Tollefson to Housing Kitsap and Kitsap County.**

Housing Kitsap Board of Commissioners and staff acknowledged and thanked Commissioner Tollefson for his service.

*Action: Commissioner Erickson moved to approve Resolution 2017-19, acknowledging the service and contributions of Val Tollefson to Housing Kitsap and Kitsap County. Commissioner Gelder Seconded. Motion carried unanimously.*

### **D. Consideration of a motion to approve Resolution 2017-20 declaring its intent to sell bond in support of the Rental Assistance Demonstration (RAD) project.**

Stuart provided a handout showing the timeline of the RAD project and reviewed it with the Board. He stated that this resolution is required to let the market know its intention to issue tax exempt bonds. He stated that the resolution was prepared by HK's tax credit counsel.

*Action: Commissioner Tollefson moved to approve Resolution 2017-20 declaring its intent to sell bond in support of the Rental Assistance Demonstration (RAD) project. Commissioner Gelder Seconded. Motion carried unanimously.*

**E. Consideration of a motion to approve Resolution 2017-21 to create a tax credit partnership to further implement the Rental Assistance Demonstration (RAD) project.**

Stuart stated that this resolution as well, was prepared by HK's tax credit counsel. He advised that establishing the partnership is the first step in setting up the tax credit process.

*Action: Commissioner Tollefson moved to approve Resolution 2017-20 declaring its intent to sell bond in support of the Rental Assistance Demonstration (RAD) project. Commissioner Gelder Seconded. Motion carried unanimously.*

**F. Consideration of a motion to authorize the Executive Director to execute a temporary easement for the construction and improvement of the Bay Shore Drive right of way.**

Stuart explained that Kitsap County Public Works is in need of a temporary easement to complete needed construction, improving street and pedestrian access, as well improvements for storm water drainage, near Housing Kitsap's Golden Tides I property.

*Action: Commissioner Tollefson moved to authorize the Executive Director to execute a temporary easement for the construction and improvement of the Bay Shore Drive right of way. Chair Wolfe Seconded. Motion carried unanimously.*

**Discussion items**

**A. Budget and Tenmast Update**

Wendy reported that HK continues to make good progress with the Budget. She stated the Housing Authority Operational draft budget is complete, as well as all property draft budgets. She is hoping to have a complete draft available by the next Work Study session. Commissioner Erickson stated she would like to start seeing cashflow reports again soon. Wendy reported continued progress with Tenmast. She stated, although not all issues have been resolved, staff have been able to check a lot of items off of the list they created at their weekly team meetings.

**B. Suzuki**

Stuart referred to a handout showing the current timeline of the Suzuki project. He reported the first major milestone will be near the end of the year when the development agreement is executed between the City of Bainbridge Island and Olympic Property Group. Stuart stated the next year will consist of topics such as; entitlements, infrastructure planning, public meetings, public outreach, final design and inventory.

**C. Almira**

Stuart reported that earlier in the day he received notification from Jan Brower with the Kitsap County Health District, that a complaint had been received regarding the encampment at the Almira Site. It was reported that the trash is getting worse and there are several buckets of raw sewage. Stuart stated that a meeting has been scheduled with the Kitsap County Health District, as well as the Kitsap County Sheriff's Office to discuss resolution and start the relocation process in anticipation of development of the RAD project.

**6. Further Comments**

No further comments.

7. **Executive Session**

Chair Wolfe adjourned the meeting into Executive Session to discuss a Personnel Issue (RCW 42.30.110 (g)).

8. **Adjourn**

*With no further business, Chair Wolfe adjourned the meeting at approximately 4:05 pm.*

ATTEST:



STUART GROGAN  
Executive Director

ATTEST:



for

KATHLEEN FRITZ  
Administrative Support Assistant

2.6.2018

Date Approved